

3 August 1951

MEMORANDUM FOR:

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Office of Research and Reports
Office of Collection and Dissemination
Mr. [redacted], Jr., Office of Operations
Office of Scientific Intelligence
Mr. [redacted], Office of National Estimates
Office of Special Operations
Mr. [redacted], Office of Current Intelligence
Communications Office
Office of Training
Medical Office
Personnel Office
Administrative Services
Mr. [redacted], Procurement Office
Inspection and Security Office
Audit Office
Mr. [redacted], Law Office
Office of Policy Coordination
Operational Aids Division

SUBJECT: Administrative Officers Conference.

1. There will be a conference of the Administrative Officers of the Agency on Tuesday, 7 August 1951, at 2:30 PM, in the Director's Conference Room, Administration Building, to discuss Agency publications, change of status reporting and the Agency telephone book.

2. It is requested that the above addressee or his immediate deputy attend this meeting, and it will be appreciated if only one representative per office attend.

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Advisor for Management

RESTRICTED